



**Roanoke Regional Airport Commission
RFP # 24-006
Development, Management and Operation of Full-Service Fixed Based Operator**

**Addendum #2
November 22, 2023**

The contents of this addendum represent solicitation questions and answers, notes, changes, additions or clarifications to the specifications. A conformed copy of the RFP reflecting all changes from Addendum #2 is also included as a separate attachment if needed.

I. Questions and Answers:

Q1. Can a copy of the New ALP be provided?

A1. The New ALP has not been released as an FAA approved document yet. However, we can send interested parties copies of the pertaining DRAFT ALP after execution of an NDA by any party requesting the document. A draft NDA is Attachment E.

Q2. Please provide the 2022 fuel numbers.

A2. General Aviation gallons were 714,043 of where 93,054 gallons were AV Gas and 620,989 gallons were Jet A.
Commercial gallons for 2022 were 3,113,982.
Cargo gallons for 2022 were 822,703.

Q3. Where is the De-ice location for general aviation and on average how many days of de-ice is there a year?

A3. The De-ice location is on the FBO apron. RRAC does not have a number for average days per year, however, our average season is from the end of October until the end of March. Also, the number of gallons of De-ice fluid applied to General Aviation was roughly 563 gallons for the 2021-2022 season. No De-ice fluid was applied to General Aviation in the 2022-2023 season.

- Q4. Please provide topography maps of expansion areas.
- A4. Please see Attachment A for three different topography maps. Also, the following link is to Roanoke County's Website which provides two-foot contours of the Airport: <https://data.roanokecountyva.gov/datasets/Roanoke-Virginia::contour-2-foot-north-east-quadrant/explore?location=37.324570%2C-79.972871%2C17.62>
- Q5. Please provide underground fuel storage studies or any information about the current known status and condition of the fuel farm.
- A5. Please see Attachment F for the most recent Tank Tightness Test and Cathodic Protection Test completed on the underground storage tanks. RRAC is unaware of any further fuel storage studies.
- Q6. Please provide current FBO lease and terms as well as copies of any revenue reporting by Signature to the Authority, ideally for the past three years.
- A6. The current FBO lease is Attachment B. The revenue reports by Signature to the Commission are Attachment C.
- Q7. Please clarify #23 on page 20: "Prior to the commencement of its services, provide the Annual Performance Guarantee set forth in Evaluation Criterion 4." Are you requesting the successful offeror to pre-pay the first year of MAG?
- A7. No, RRAC is requiring 50% of the MAG as the performance guarantee.
- Q8. Please provide a report of current rents for Authority-managed facilities, preferably including aircraft type, rent paid, and initiation and future expiration of each lease.
- A8. Please see Attachment D showing current rent for Commission-managed facilities.
- Q9. Page 21 – Is the Airport requiring an exceedingly rare self-serve Jet A pump, or simply the more traditional and desired self-serve avgas pump?
- A9. RRAC is not requiring a specific pump, just simply the inclusion of a self-pump option. RRAC expects the Selected Offeror to meet the needs of the flying public.
- Q10. Page 21 – Can the Airport confirm the replacement for leaded avgas (100LL) is not expected to be SAF but rather an FAA approved replacement for 100LL, given SAF's incompatibility with piston aircraft engines?

- A10. RRAC assumes that will be the case, but cannot confirm any change. RRAC is not the authority on leaded gas and we expect the Selected Offeror to adapt to industry standard as changes are made.
- Q11. Please advise specifically what types of charges and remittances to the RRAC count towards the Minimum Annual Guarantee.
- A11. Excluding revenue rates which are set exclusively by RRAC: fuel-flowage, landing fees, airport fees, etc., all other revenues generated by the FBO, including but not limited to rents, subleases, fuel sales and ITP, are counted towards the MAG.
- Q12. Please advise regarding the availability of public utilities, infrastructure, and electricity capacities to the general aviation site(s) at ROA, including the location of high-voltage utilities capable of supporting aircraft recharging. If suitable electrical power connections are not currently available, please share the Airport's path forward to 1) ensuring the electrical grid can provide charging volumes as needed and; 2) how the Airport intends to bring power in proximity to the FBO.
- A12. RRAC currently does not have sufficient infrastructure at the FBO for aircraft recharging. There are upgraded service plans in American Electric Power's (AEP) capital plan for 2024, however. Also, RRAC will assist the Successful Offeror in working with AEP to establish capacities for aircraft recharging. As AEP improves its infrastructure, RRAC will undertake to bring this infrastructure to the leasehold. RRAC will not require the FBO to provide infrastructure not currently existing but will rely upon the FBO's expertise in installing such infrastructure as it becomes available.
- Q13. The Airport anticipates changes to the leasehold including 1) a reduction in space from the return of the FBO terminal and T hangars and 2) an increase in space with the addition of the former commercial airline terminal ramp. Notwithstanding each respondent's personalized proposed configuration for the space, please provide the sq. ft. of the Commission's anticipated leasehold area upon commencement of the new agreement, and the ultimate sq. ft. of the desired space that the FBO will occupy/pay rent on.
- A13. The square footage the Successful Offeror will occupy/pay rent on at commencement of the contract is expected to be 127,411. The future square footage will be determined by the agreed upon development plans reached with the Successful Offeror.
- Q14. As it relates to the Airport's Master Plan, please provide the preferred year in which 1) the former commercial ramp will be added to the FBO leasehold; 2) the FBO terminal and T hangars will be returned for commercial terminal expansion; 3) the new gates at the expanded commercial terminal will be in service.

- A14. These will be negotiated with the Successful Offeror based on the proposed and accepted development plan. RRAC desires improvements to be completed as soon as possible.
- Q15. What is the total revenue the Airport is receiving today from its customers that are occupying Airport owned/managed hangars?
- A15. Please see Attachment D as referenced in question 8.
- Q16. Please confirm the Airport intends to simplify rent rates around ground rent and will not seek additional variable/various facilities or building rental rates.
- A16. RRAC intends for the Successful Offeror to determine and administer such rents, which must be fair and reasonable, as required by the FAA.
- Q17. Please confirm whether the following fees/payments to the airport count towards the MAG: rent, fuel flowage, ITP.
- A17. Please see A11.
- Q18. Please explain the Authority's position on applying state law to the confidentiality of financial statements that are required by the RFP. What is the extent and term of the confidentiality, and what is the ultimate disposition of the records provided and designated as confidential?
- A18. RRAC relies upon Code of Virginia 2.2-3705.6(3), that such information is necessary for business development and retention, and further that competition and bargaining is involved, and that if such records were made public the financial interests of RRAC would be adversely affected. RRAC extends the promise of confidentiality to any bidder providing such information, upon the bidder (a) invoking the exclusion of confidentiality, (b) identifying the specific records desired to be maintained as confidential, and (c) stating why the exclusion is necessary.

RRAC will disclose such information only pursuant to a trial court order, shall first make every effort to have the court review the records in camera, and shall assign its injunctive and appellate rights to the bidder.

RRAC will retain the confidential records of the awarded bidder for six years after the termination of the awarded contract, and for unsuccessful bidders as required by the Virginia Records Retention Act.

End of Addendum #2